

## Housing Unit and Population Estimate Report

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Municipality

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County**RETURN THIS FORM BY APRIL 12, 2001 TO:**

Office of Financial Management  
Forecasting Division  
450 Insurance Building  
P. O. Box 43113  
Olympia, Washington 98504-3113

*According to RCW 43.62.030, the Office of Financial Management shall annually determine the population of all cities and towns of Washington State as of April 1st. These populations shall be used as the basis for allocation and payment of state funds.*

For assistance in completing this form, please telephone (360) 902-0599.

You may provide (optional) an advisory estimate of the population of your city/town below:

I estimate the population within the corporate limits of this municipality to be \_\_\_\_\_ on April 1, 2001.

Note: Attach a copy of your worksheet and a description of the method used to develop your estimate.

*In accordance with RCW 43.62.040, I am furnishing the Office of Financial Management the information requested in this form regarding changes to this municipality's housing stock from April 2, 2000 through April 1, 2001. I am also providing counts of mobile/manufactured homes, special housing units, and persons living in group quarters.*

*I hereby certify that all reported information is valid and accurate to the best of my knowledge.*

Your Name (Print): \_\_\_\_\_

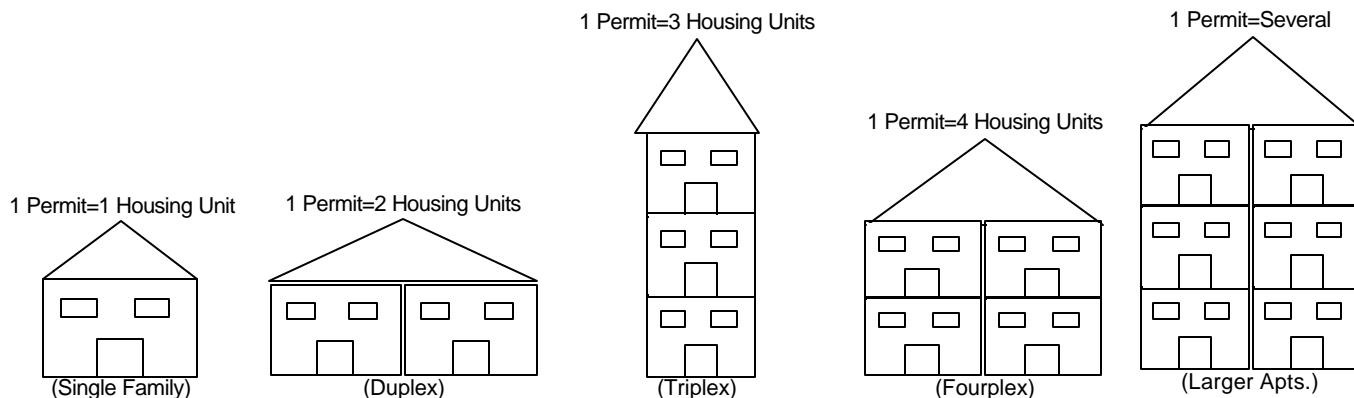
Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Location of Signer's Office: \_\_\_\_\_

Days/Hours of Operation: \_\_\_\_\_ Work Phone: (\_\_\_\_\_) \_\_\_\_\_

If office hours are not Monday-Friday/8:00 - 5:00 p.m., please provide a telephone number where you may be reached during the day: \_\_\_\_\_

**Please retain a copy for your files. Return this original form to OFM.**

**A. New frame housing** (Not mobile/manufactured housing; that's on the next page.)**Column I.** For how many structures were permits issued by structure by type from *April 2, 2000 through April 1, 2001*?*Housing structures can contain one or more "separate living quarters" called "housing units."***Column II.** How many separate living quarters are added by these new structures permitted from *April 2, 2000 through April 1, 2001*?

			(3)	(4)	(5) = (3) + (4)
Housing unit structure type	Column I. Number of housing structure permits	Column II. No. of separate living quarters/housing units in these permits	Of these housing units, how many are completed?	Completions from housing started <u>before</u> April 1, 2000, <u>but not yet reported as completed</u>	Total completed separate living quarters/housing units
1-unit structure (Single family)					
2-unit structure (Duplex)					
3-unit structure (Triplex)					
4-unit structure (Fourplex)					
5 or more units (Larger apts.)					
Total					

**Column III.** How many *housing structures* and *housing units/separate living quarters* were demolished, destroyed by fire, converted to business use, etc., from *April 2, 2000 through April 1, 2001*?

	Column III.	
Housing unit Structure type	Number of housing <i>structures</i> demolished or converted	Number of housing units / <i>separate living quarters</i> demolished or converted
1-unit structure		
2-unit structure		
3-Unit structure		
4-unit structure		
5 or more units		
Total		

What about housing type changes/conversions? Report original unit as a demolition. Report changed unit as new construction.

## B. Mobile homes and manufactured housing (Not travel trailers, RVs, etc.; that's on the next page.)

**Note:** Do **not** include any mobile/manufactured homes in areas **annexed from April 2, 2000 through April 1, 2001**

1. **Total** mobile/manufactured homes within city limits **as have been reported since your last census.**

Total	Total	Occupied	Vacant (no pads)
Reported on last year's Form A			
Annexed April 2, 1999 - April 1, 2000**			
Moved out since April 1, 2000			
Lost due to fire, flood, etc. since April 1, 2000			
Moved in since April 1, 2000			
Total on April 1, 2001			

\*\*These should **not** have been included on last year's Form A. *Please check here if you did include them!* ☐

1.a. Detail information for mobile/manufactured homes in parks if included in "Total" above:

Name of court/development	Address	Phone #	Total	Occupied	Vacant

Use additional sheets if necessary.

1.b. Detail information for mobile/manufactured homes outside of parks on city lots (if included in "Total" reported above):

	Total	Occupied	Vacant
Total on city lots:			

Please describe the procedure used to get the information in the above tables.

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**C. Special housing** . . . travel trailers, RVs, boats and other unusual places used for permanent living—only counted when *occupied* by persons with no other usual home!

**Note:** Do *not* include any special housing in areas **annexed from April 2, 2000 through April 1, 2001**

Type of special unit	Number of special units on April 1, 2001	Count of population living in these special units on April 1, 2001		
Travel trailers				
Recreational vehicles				
Houseboats				
Other boats				
Other: <i>(please specify)</i>			<b>FOR REFERENCE</b>	
			Total Special Units Reported April 1, 2000	Total population living in these special units reported April 1, 2000
Total				

Detailed information:

Name of site/facility	Address	Contact/phone #	Total number of special units	Population in special units
Use additional sheets if necessary.		Total		

Please describe the procedure used to get the information in the above tables.

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**D. Group quarters population...**persons living in places that reflect other than ordinary household life. Generally places where unrelated people eat and/or sleep together in a "group" living situation.

**Note:** Do *not* include any group quarters population in areas **annexed from April 2, 2000 through April 1, 2001**

Type of group quarters facility*	Population April 1, 2001	FOR REFERENCE
		Population April 1, 2000
Nursing/convalescent home		
College dormitory, fraternity, sorority, etc.		
Mental/correctional facilities		
Jail ( <i>persons with stays of <u>six</u> months or more or who have no usual residence</i> )		
Military barracks, bachelor officers' quarters		
Other, specify		
Total		

*\*The following are **NOT** group quarters: apartments for the elderly, student apartments, and short-term care facilities such as detention centers or drug/alcohol rehabilitation centers. If you have questions, call and ask for assistance. Mental/correctional facilities and Jail are combined in REFERENCE SECTION*

Detailed information:

Name and type of facility	Address	Contact/phone number	Population
Total:			

Use additional sheets if necessary.

Please describe the procedure used to get the information in the above tables.

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**E. Annexations approved from April 2, 2000 through April 1, 2001 ...in accordance with RCW 35.13.260 and RCW 35A.14.700**

Please provide the following information for each parcel of land annexed to your municipality between April 2, 2000 and April 1, 2001.

Name or other identification of annexed area(s)	Annexation ordinance number	Effective date	OFM approval date	OFM file number

Effective date: The date when this parcel became a part of the city or town.

Approval date: The date when this parcel was approved by OFM as noted in the *Office Record* box of an annexation certificate that has been returned to your city or town. If unknown, leave blank.

OFM file number: The file number is found in the *Office Record* box on the copy of an OFM *approved* annexation certificate that has been returned to your city or town. If unknown, leave blank.

**RCW 35.13.260 AND RCW 35A.14.700 REQUIRE AN ANNEXATION CERTIFICATE TO BE FILED WITH OFM.**

Has an *Annexation Certificate* for each parcel annexed been filed with OFM? ☐ Yes ☐ No

Have all other statutory requirements been fulfilled? ☐ Yes ☐ No

Have any legal challenges been filed contesting any of the annexations described above? ☐ Yes ☐ No

Note: All population and housing counts in annexations approved by OFM from April 2, 2000 through April 1, 2001 will be handled separately in developing population estimates for your city/town. If you have unreported annexations, please list them on this form and send the required documents regardless of population size. If you have questions regarding annexations or need forms, please call (360) 902-0597.

## Definitions

**Housing unit:** One or more rooms intended for permanent occupancy as separate living quarters as a usual place of residence. Usually have a separate entrance and/or complete kitchen facilities.

**Housing types:** Classification of housing into three major categories. The major housing types are frame constructions (built on site), mobile/manufactured housing, and special units.

**Frame constructions** are units built on site of wood/brick construction. These are further classified by the number of separate living quarters/housing units that the structure contains. A single frame house is a single family or 1-unit structure. A duplex is a 2-unit structure. A triplex is a 3-unit structure. A fourplex is a 4-unit structure. A building with five or more apartments is a 5 or more unit structure (5+).

- **New frame housing** refers to new housing construction within the city limits. This includes units added by remodeling/conversion. It does not include houses added by annexation.
- **Demolitions are** frame units lost by destruction, fire, floods, conversion to a different housing structure type, conversion to non-residential use (business, storage, etc.), moved out of town, etc.
- **Conversion** refers to housing that is converted to business use. Or, a business that is converted to living quarters, or adds a living quarters. It also includes remodeling that adds or removes housing units to an existing structure. Added units often change a large single family into a duplex or larger apartment structure. Sometimes a duplex is remodeled into a single family.

**Mobile homes/house trailers:** Moveable living structures intended for permanent occupancy at their present location. Also called manufactured housing. Do not include travel trailers.

**Special housing:** Unusual living quarters that are not intended for permanent living (e.g., travel trailers, recreational vehicles, boats, boxcars, tents). *These are only counted as a housing unit when occupied as permanent living quarters by a person meeting resident criteria (see below). That is, they have no other usual place of residence.*

**Resident:** A person who usually lives and sleeps in town for the majority of the year or has no other usual place of residence.

**Group quarters:** Long-term living situations that do not reflect ordinary household life. The building/structure containing the population is considered a *facility—not a housing unit*. Group quarters are situations where unrelated people sleep or eat together, or have their meals prepared for them in a common kitchen. Group quarters include dormitories, barracks, nursing homes, and mental and correctional facilities.

Sometimes 10 or more unrelated people live in a house. In these cases, the population is considered group quarters and the house is considered a facility.

**Not group quarters:** Short-term care or diagnostic facilities such as drug/alcohol rehabilitation centers and hospitals are not group quarters. Assisted living apartments for the elderly or semi-disabled and college-controlled apartments are not group quarters.

## Why does OFM use “adjusted counts” of mobile homes, group quarters population, and special population when developing estimates? Why not just use the city counts?

Cities usually count these items a bit differently than they were counted in the last federal census. Just using the city count could lead to double counts or to undercounts.

### Double counting may occur in the following situations:

- Nearly one in five persons living in mobile home parks reports their manufactured housing as a single family residence in the federal census. Thus, the federal census “single -family” or “frame housing” category contains some mobile homes.
- Sometimes people living in apartments for the elderly, or college student apartments are mistakenly counted as group quarters population by a city. This leads to a double counting, as the housing units are in the city’s housing stock.

### Undercounts may occur in the following situations:

- Some cities only count the mobile homes in parks each year. This misses the manufactured housing on individual lots.
- City counts of group quarters may miss small scattered facilities in town.
- Persons living in unusual places are often missed in city reports of special population.

The procedure shown below is used to adjust for the differences in the way mobile homes, group quarters, or special populations were counted in the federal census compared to the city counts. The city count at the time of the census is compared to the city count at the estimate date (1995). The difference in the two numbers is added to the federal census count for the “adjusted” estimate.

### Examples for 1995

Mobile home/trailers	1990 federal census count (1)	1990 city count (2)	1995 city count (3)	Difference in city counts (4)=(3)-(2)	1995 adjusted estimate (5)=(1)+(4)
Forks	257	293	393	100	357
Electric City	65	74	79	5	70
Vancouver	328	246	442	196	524

Group quarters population	1990 federal census count (1)	1990 city count (2)	1995 city count (3)	Difference in city counts (4)=(3)-(2)	1995 adjusted estimate (5)=(1)+(4)
Goldendale	103	74	80	6	109
Centralia	311	372	391	19	330
Shelton	217	185	171	-14	203

Special population	1990 federal census count (1)	1990 city count (2)	1995 city count (3)	Difference in city counts (4)=(3)-(2)	1995 adjusted estimate (5)=(1)+(4)
Poulsbo	91	61	53	-8	83
Ferndale	25	55	64	9	34
Cathlamet	18	0	0	0	18